



**Thurso Community Development Trust
Health & Safety Policy**

Created: February 2018	Revised: November 2021
Next Revision Date:	November 2023

Trustees of Thurso Community Development Trust regard the health and safety of its staff, volunteers and of everyone who may be affected by its activities as being of special importance. Trustees will take a lead in ensuring safe and healthy conditions at all times with the active support of staff and volunteers. They will endeavour to set and maintain high standards of safety practice in accordance with the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1992 and other relevant legislation and Codes of Practice

1. Policy Objectives

- To do all that is reasonable to maintain a safe and healthy environment for all Trust activities and to maintain safe systems and methods of work in order to protect staff, volunteers and members of the public and others from foreseeable hazards.
- To maintain a good working environment for staff and volunteers with adequate facilities and arrangements for their welfare.
- To provide all staff and volunteers with the information, instruction, training and supervision to carry out their tasks safely and effectively.
- To develop safety awareness and individual responsibility for health in all staff and volunteers and to encourage joint consultation on health and safety matters.

2. Trustee responsibilities and arrangements

The trustees are responsible for ensuring that accommodation and working conditions accord with the requirements of the Offices, Shops and Railway Premises Act 1963, the Health and Safety at Work Act etc 1974, The Fire Precautions Act 1971, the Fire Precautions (Workplace) 1997 Regulations and the Management of Health and Safety at Work Regulations 1992.

The trustees will lead and actively promote safe working practices:

- Setting up and participating in health and safety training of any staff or volunteers Health and Safety
- Carrying out periodic fire drills in any premises owned or leased by the Trust
- Maintaining an accident book,
- Carrying out an annual health and safety audit, ensuring that lessons have been learned from accidents and near misses and appropriate remedial measure have been put in place.
- Ensuring that appropriate risk assessments are completed and a regular review of them is undertaken.

3. Duties of Employees and Volunteers

For everyone's safety and to comply with statutory requirements, there are certain statutory health and safety responsibilities for all employees and volunteers. All are expected to take care of their own safety and that of their colleagues and to co-operate with the Trust to enable it to fulfil its responsibilities.

In particular, volunteers and employees have a duty to:

- Work safely, effectively and without endangering the health and safety of themselves, their colleagues or the general public or any other person who has a right of access to Trust premises at anytime.
- Adhere to the safety procedures laid down by the Trust from time to time.
- Report all accidents, near miss occurrences and hazardous situations to the Development Manager & Health & Safety Working Group.
- Wear safety and protective clothing, use protective equipment and use appropriate safety devices, where these are provided for use in any trust work they are undertaking.
- Never intentionally or recklessly interfere with or misuse anything provided in the interests of welfare or safety.

Please note the following general points, each of which will contribute significantly to overall health and safety

- Floors, steps, stairs, passages, paths, walkways, sheds etc and fire exits should be kept clear of obstructions at all times.
- Wires to telephones, electrical equipment etc. should be so placed so as not to cause danger or obstruction.
- Office layout should be such that all employees and volunteers can use it safely; i.e. filing cabinets should not be open into passages or across doorways.
- Tools and equipment should always be placed away securely and not be left to obstruct pathways etc.
- Manual handling - lifting or moving of equipment, objects or people - must only be carried out by those who have undergone the appropriate training and undertaken in line with the instruction that has been given
- Particular care must be taken when operating any rotating or heavy equipment which must only be operated in line with manufacturer's instructions by those who have undergone appropriate training

A copy of the Trust's Health & Safety Policy is issued to all employees and volunteers before they undertake any work on behalf of the Trust. It will be reviewed, added to or modified from time to time so that it is kept relevant to circumstances. All volunteers and employees are invited to submit suggestions for changes, which they feel, have become appropriate.

4. Accident Reporting Procedures/Hazard First Aid

First Aid boxes are located at each of the main Trust facilities – Office/Shop, Community Garden, Sharing Shed and Harbour Toilets. Before commencing any work on behalf of the Trust in any other location, the person leading the work shall ensure there is access to a first aid box.

All volunteers and staff should seek treatment for every injury, no matter how small, as any injury, which is left untreated, may become serious.

Accident Reporting

It is essential that all accidents, which happen whilst undertaking Trust work, no matter how small, be properly reported. This should be done even if no apparent injury is received. In addition to reporting an actual accident, it is equally important that you report a “near miss” or potential hazard, so that the Trust can deal with it and help prevent anyone else from suffering an injury.

The procedure for reporting an accident is as follows:

1. As soon as possible, report the accident to the Development Manager or in their absence – Duty Manager who will in turn report to the Health & Safety Working Group (details below). Preferably you should do this yourself, but if this is not possible, get someone else to do it for you. The details, which you should give, are:
 - Where the accident occurred, giving the time and place
 - What happened?
 - If known, how it happened.
 - Action taken.
2. The details must be entered into the official accident book in the Trust Office by the Development Manager or Duty Manager as soon as practicable after the incident.
3. In order to, help prevent a recurrence of the accident, the person reporting and any witness to it may be asked to discuss it with the Health & Safety Working Group Representatives. The procedure for reporting a near miss or hazard is exactly the same.

Workplace Assessment

It is the Trustees responsibility to ensure that the equipment and workplace is comfortable and suitable for all employees and volunteers to use. Each employee and volunteer has a responsibility in raising issues with regard to the provision of health and safety procedures, and equipment in the workplace with the Development Manager or Duty manager.

Development Manager:

Joan Lawrie – joan@thursocdt.co.uk – 07932927058

Duty Manager (in Development Manager absence)

Sarah Finlayson – sarah@thursocdt.co.uk – 07768080682

Zoe Mackenzie – zoe@thursocdt.co.uk – 07923177111

Health & Safety Working Group

Joan Lawrie – joan@thursocdt.co.uk – 07932927058

Helen Allan – helen@thursocdt.co.uk – 07915642714

Sand Owsnett – sowsnett@icloud.com - 07919897810

